

## PUBLIC UTILITIES COMMISSION

505 VAN NESS AVENUE

SAN FRANCISCO, CA 94102-3298



September 15, 2005

To: All Telecommunications Carriers

Subject: Lockbox Instructions and Electronic Filing (EF)

The Telecommunications Division is informing carriers of the following changes for the surcharge remittance process:

1. Mailing instructions for the remittance of surcharges for California High Cost Fund-B, California Relay Service/Communications Device Fund and Universal Lifeline Telephone Service will change effective September 19, 2005. See attached sample Combined Telephone Surcharge Transmittal (surcharge) form. All carriers are required to utilize EF for reporting total billings and surcharges to the Commission (see item no. 2). EF will have the most current surcharge rates and mailing instructions. Avoid late interest charges on late surcharges by using the correct mailing addresses. The Commission will contact companies that remit by automated clearinghouse (ACH).
2. In my letter to you dated June 8, 2004, all carriers were instructed to report using EF. The EF homepage is located at <http://telsql1.cpuc.ca.gov>. Effective September 30, 2005, the Commission will stop processing surcharge forms mailed for manual data entry. EF users do not need to mail a copy of the surcharge form to the Commission. However, when you do owe surcharges, you must attach a copy of the surcharge transmittal form with your check to the appropriate fund.

Carriers over ninety days late in reporting surcharges, or ninety days after the due date for delinquent filers, are out-of-compliance and are subject to revocation of your carrier's Certificate of Public Convenience and Necessity, which authorizes the carriers to provide telecommunications services in California.

It is highly recommended all carriers maintain a current e-mail and mailing address with the Commission. Also, in my letter to you dated June 8, 2004, we announced effective July 1, 2004, that the Division will use e-mail to send official notices and other regulatory compliance inquiries to you. See your contact information and update if necessary at: <http://www.cpuc.ca.gov/telcocarriers>.

For questions regarding EF and surcharge remittances, please contact Mike Coen (415.703.2628 or [mwc@cpuc.ca.gov](mailto:mwc@cpuc.ca.gov)). For questions regarding contact information please e-mail: [telco\\_answer@cpuc.ca.gov](mailto:telco_answer@cpuc.ca.gov).

Sincerely,

A handwritten signature in blue ink that reads "Jack Leutza" followed by a small flourish.

John M. Leutza, Director  
Telecommunications Division

Attachment

MONTH ENDED \_\_\_\_\_ / \_\_\_\_\_ SIX-MONTH ENDED \_\_\_\_\_ / \_\_\_\_\_  
(MM) (YYYY) (6, 12) (YYYY)

Utility Identification Number: \_\_\_\_\_ or \_\_\_\_\_ check here, if application/registration pending.

## 2. UNIVERSAL LIFELINE TELEPHONE SERVICE PROGRAM (ULTS) \*

**Make check payable to ULTS. Send check and a signed copy of this form to: ULTS, PO Box 45130, San Francisco, CA 94145-0130.**

**Make check payable to CRS/CDF. Send check and a signed copy of this form to: CRS/CDF, PO Box 45140, San Francisco, CA 94145-0140.**

**Make check payable to CHCF-A. Send check and a signed copy of this form to: CHCF-A, PO Box 45118, San Francisco, CA 94145-0118.**

**Make check payable to CHCF-B. Send check and a signed copy of this form to: CHCF-B, PO Box 45121, San Francisco, CA 94145-0121.**

**Make check payable to CTF. Send check and a signed copy of this form to: CTF, PO Box 45254, San Francisco, CA 94145-0254.**

I hereby certify that this return, including accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

CALIFORNIA PUBLIC UTILITIES COMMISSION  
PUBLIC PROGRAMS BRANCH, TELECOMMUNICATIONS DIVISION  
505 VAN NESS AVE  
SAN FRANCISCO, CA 94102

**Reporting at Electronic Filing (EF) is required at <http://TELSQL1.CPUC.CA.GOV>**

**\* Please note address change effective 9/19/05.**

REV 9/15/05